

Claverham Village Hall
Committee Meeting - Minutes
Tuesday 15th March 2016

Description	Details	Point to be actioned by;
Present	John Williams (JW) Andrew Yearsley (AY) Helen Hicks (HH) Bob Evans (BE) John Dare (JD) Sarah Hook (SH)	
Apologies	Geoff Bland (GB) Luke Christie (LC) Emily Dobbs (ED)	
Minutes of last Meeting and Matters Arising	<p>Minutes of 17th January 2016 were duly approved</p> <p>Action Points outstanding from previous meeting:</p> <ul style="list-style-type: none"> • Skittles Board to be updated - needs a sign writer. On HOLD until further notice • Gordon to be advised about emergency office key for bar staff On HOLD until further notice • BE awaiting fire alarm monitoring to be installed • Yellow hatching quotes required for car park - Being completed Fri 8th April • Lock for storage cupboard. May need a locksmith On HOLD. Monitoring situation. • Broken Vacuum On HOLD. Monitoring situation. • Electrical PAT testing - JW dealing with this. Will be completed by next meeting • Banning of Paul Penson - Letter sent • Replacement DPS for CVE – AY to approach GB • Reflective strip to be placed on new bollards 	<p style="text-align: center;">BE</p> <p style="text-align: center;">JW</p> <p style="text-align: center;">AY & GB</p> <p style="text-align: center;">BE</p>

Signed:

Date:

CVE	<p>No CVE committee members were present at this meeting.</p> <p>GB currently standing in as temporary Designated Premises Supervisor (DPS) until a permanent supervisor can be appointed.</p>	
Admin	Nim now returned to work but it no longer doing the early starts.	
Treasurers Report	<p>AY Electricity supplier shortly changing to Dual Energy. It's a 2 year contract which is cheaper than current tariff.</p> <p>Awaiting a quote for replacement boiler system</p>	AY
Building and Grounds	<p>Gents urinals – blockage due to lack of maintenance by PHS. AY, BE and SH to check paperwork to check maintenance schedules.</p> <p>Letter from Lesley Creane (regular hirer) regarding parking issues. Letter of response to be sent together with correspondence to CDW and Stepping Stones to request that they do not use the side car park. Notices to be put up and situation to be monitored.</p> <p>Proposal received from Jean Watson for CVH to consider landscaping the carpark area to provide more spaces. JW felt this would alter the character of the building. CVH will monitor the situation going forward.</p> <p>Anonymous request received for a bee hive onsite. Declined by committee as CVH do not own the grounds and over concerns for health and safety</p>	<p>AY, SH and BE</p> <p>SH</p>
Health and Safety	BE to arrange with Mary Smith to complete Fire Safety report.	SH to liaise with BE
Future events	Clavertots agreed to co-host and help promote the Festival Players event for a percentage of the profit. Awaiting promotional material to be sent through.	ED & HH to liaise with Jane Dare and Mary Smith

Signed:

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	<p>May Day – John and Brenda have this in hand. CVH office number given as contact for stall hiring. Details will be passed to Brenda Smith.</p> <p>SH</p> <p>SH to check what banners are in the office for future events</p>	<p>SH</p> <p>SH</p>
AOB	<p>SH requires a list of people willing to do Sticking Up for Skittles Nights if asked.</p> <p>Also requested the Fixture Lists for the Skittle Alley as it is difficult to take bookings when there is no record of who is in on which days.</p>	<p>BE will get a list for SH</p> <p>SH</p>
	<p>Next Meeting Tuesday 17th May 2016</p>	

Signed:

Date: